

Training Committee

Fact Sheet



Purpose

Goal: The committee provides a forum for incorporating local agency input on the staff training component of statewide projects and initiatives in accordance with federal and state requirements and guidelines. The projects and initiatives selected must conform to federally-mandated requirements on nutrition education and support the Platinum Services models for Platinum Customer Services (PCS) and Participant-Centered Education (PCE). The committee assesses, develops, field-tests, implements, and evaluates local agency staff training and materials to assure quality and consistency of the training provided to WIC participants throughout the state, which in turn, also promotes and supports WIC job satisfaction and retention.

Objectives:

- Offer regional representation of local agencies.
- Promote and support innovative strategies that support PCS and PCE in staff training.
- Recommend training implementation strategies and procedures to meet required USDA policies and guidelines.
- Ensure developed training curricula and materials meet the needs of local agency staff.
- Share training resources with each other, the Nutrition Education Committee, and other agencies.
- Develop standardized trainings, competencies and training materials.

Roles and Responsibilities

- Serve as a regional representative and share training activities of local agencies within your region.
- Consult and coordinate with other WIC Division committees and/or workgroups on division-wide projects and campaigns impacting staff training at local agencies.
- Provide input and actively participate in meetings and ongoing communications during the term to ensure the completion of training projects and initiatives in accordance to established timelines.
- Develop trainings for local agency and division staff.
- Review training materials shared by local agencies for alignment with PCS and PCE.
- Assess staff training needs prior to developing new trainings or revising existing ones.
- Design and/or participate in focus groups and field test for training projects and/or related materials.
- Gather input from the region and provide the Training Committee updates from regularly held regional training meetings and consortia.

Membership

Number: 15 members

Term: 3 years

Desirable qualifications:

- Able to attend four quarterly meetings each year
- Experience with training at local agency
- Employed at WIC for at least 6 months

Recruitment process: annual application

Background

Based on one of USDA's STAR recommendations, a committee was formed in 1995 to develop a standardized staff training processes for local agencies. The first project implemented was the creation of a training manual for the WIC nutrition assistants (WNA) and the WNA certification process, a federal requirement. The Training Committee continues its work on a variety of projects including any corrective action plans to annual STAR reports from USDA.

Ongoing Projects

- ✚ Maintain on quarterly basis the WNA Candidate's Manual for Certification and the WNA Training Manual
- ✚ Support State Nutrition Services Plan goal to establish and require minimum standards for PCE statewide
- ✚ Develop, review and pilot development of various PCE Training Modules
- ✚ Develop training tools and guidelines to improve nutrition education (INEP) documentation per USDA 2012 STAR CAP

Recent Accomplishments

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| ✚ WHO Growth Chart Training (USDA Required) | ✚ Nutrition Risk Codes (USDA Required) |
| ✚ New Employee and WNA Training (NEWT) video-conference based training (State Plan) | ✚ New Nutritionist Toolkit (Training Committee Assessed Need) |